



Government of India  
Ministry of Road Transport and Highways

Filling up of the post of Member (Admn.) in National Highways Authority of India, New Delhi.

Applications are invited from eligible candidates for filling up of one post of Member (Admn.) in the (pre-revised) pay scale of Rs. 67,000-79,000/- (6<sup>th</sup> CPC) / Level 15 as per 7<sup>th</sup> CPC in the National Highways Authority of India (NHAI), a statutory body under the Ministry entrusted with the task of implementation of National Highways Projects.

Eligible Officers in the Central Government or State Government or Public Sector Undertaking or an Autonomous Body are encouraged to apply. The details of qualifications, eligibility, expected duties and other terms and conditions of service are available at the websites of the Ministry <http://www.morth.nic.in> and NHAI <http://www.nhai.org>. The last date of receipt of application shall be 45 days; 5.00 PM w.e.f. the date of publication of this advertisement. No advertisement will be published in the Employment News.

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(1) The qualifications and experiences required for the post of Member (Admn.) are as follows:-

A person shall not be qualified for appointment as a Member (Admn.) unlesshe/sheis -

- (i) employed in the Central Government or a State Government or Public Sector Undertaking or an Autonomous Body established under any law for the time being in force; and
- (ii) (a) is holding an analogous post in Higher Administrative Grade in the pay scale of Rs.67000- 79000(6<sup>th</sup> CPC) / level 15 of pay matrix under 7<sup>th</sup> CPC;-  
or  
(b) has at least three years' regular service in the Senior Administrative Grade of pay band-4 with pay scale of Rs.37400-67000/- plus grade pay of Rs.10000/- (6<sup>th</sup> CPC)/ level 14 of pay matrix under 7<sup>th</sup> CPC; or  
(c) has held at least twenty five years' regular service in Group 'A' posts in the pay band-3 with pay scale of Rs.15600-39100/- plus grade pay of Rs.5400/- (6<sup>th</sup> CPC) / level 10 of pay matrix under 7<sup>th</sup> CPC and above out of which at least one year' regular service should be in the Senior Administrative Grade pay band-4 with pay scale of Rs.37400-67000/- plus grade pay of Rs.10000/- (6<sup>th</sup> CPC)/ level 14 of pay matrix under 7<sup>th</sup> CPC; and
- (iii) has at least eighteen years' experience in the field of Public Administration and Management.”

(2) A member shall hold office as such for a term of three years from the date on which he enters upon his office and shall be eligible for re-appointment for a further terms of two years : provided further that no member shall hold office as such after he has attained the age of sixty-two years. Notwithstanding anything contained in these rules a Member shall hold office at the pleasure of the Central Government.

(3) The applications of only such officers / candidates will be considered that are routed through proper channel and are accompanied with following certificates:-

- i) Application in duplicate as per proforma given in the Annexure
- ii) Cadre Clearance Certificate
- iii) Statement giving the details of Major or Minor penalties imposed upon the officer, if any, during the last ten (10) years.
- iv) Vigilance clearance
- v) Integrity Certificate
- vi) Attested copies of ACRs / APAR for the past five years.

(4) Applications from eligible officers complete in all respect may be forwarded to Shri Rajesh Gupta, Deputy Secretary (Establishment), Ministry of Road Transport & Highways, Room No. 103, Transport Bhawan, 1, Parliament Street, New Delhi-110001 by 5.00 pm within 45 days from the date of publication of this Advertisement. No advertisement is being published in the Employment News. It is also made clear that the selected candidates shall not be permitted to withdraw their candidature after submission of the applications.

(5) Incomplete application/applications submitted to any officer other than the designated officer i.e. Deputy Secretary (Estt.) and those received after the prescribed date/time shall be summarily rejected.

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**APPLICATION FOR THE POST OF MEMBER (Admin.) IN THE  
NATIONAL HIGHWAYS AUTHORITY OF INDIA (NHAI)**

1.	Name	:				
2.	Date of Birth	:				
3.	Whether SC/ST	:				
4.	Address for correspondence	:				
5.	Details of Educational Qualification	:				
6.	Other Qualification/experience	:				
7.	Brief service particulars in chronological order	:				
	Name of the Organisation	Position held	Pay Band/ scale	Period of post held with dates	Brief description of duties	Details of experience in the relevant field

<b>8.</b>	<b>Please state clearly whether in light of entries made by you above, you meet the requirements of the post.</b>	<b>:</b>			
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Signature

To be certified by the respective Ministry/Department of the Central Government or State Government/PSU/Autonomous body concerned (Particulars should be duly verified by the Ministry/Department of the Central Government or State Government concerned without which application will not be considered).

1. Shri \_\_\_\_\_ is free from Vigilance angle.
2. No Major / Minor penalty was imposed upon the officer during the last ten years.
3. Complete CR Dossiers are enclosed.
4. The particulars of Bio-Data of Shri \_\_\_\_\_ has been verified and found in order.

Signature of the Head of Office

